

LOCAL AGENCY FORMATION COMMISSION OF SANTA CLARA COUNTY

County Government Center, 11th Floor, East Wing
70 West Hedding Street, San Jose, California 95110
(408) 299-5127 (408) 259-1613 Fax

FILING REQUIREMENTS

URBAN SERVICE AREA (USA) AND SPHERE OF INFLUENCE (SOI) AMENDMENTS

An *Urban Service Area or Sphere of Influence Amendment* filing will consist of the following, and will not be deemed complete until all the following requirements are fulfilled:

1. One copy of USA /SOI Application Form.
2. A detailed letter of request, stating the reason for request, the size and the location of proposal.
3. Certified resolution from agency requesting LAFCO action. An USA amendment proposal may ONLY be initiated by resolution of involved agency and not by private citizen. Application is limited to one per year.

A SOI amendment proposal may be filed by written request by any person or local agency.

4. One copy of maps depicting subject individual properties in the proposal and existing city, urban service area, sphere of influence boundaries and relationship of the proposed boundary to any street right of way or center line or affected property line. Legal description is preferred, but not required.

If a proposal unavoidably splits lines of assessment, a legal description (Exhibit A) and mapping (Exhibit B) shall be submitted for which definite and certain boundaries can be determined.

5. A list of Assessors Parcel Numbers of parcels within the project area, with names of property owners, current City and/or County General Plan land use designations, zoning designations and existing land use for each property.
6. One copy of *Environmental Information Form* if requesting categorical exemption from CEQA. If not categorically exempt, 10 copies of a certified environmental document discussing the impacts addressed in LAFCO's *Project Evaluation Policies*, regarding regional and cumulative impacts, the impacts on agricultural and open space resources and any other environmental issues identified by staff. Negative declarations must include an initial study.

If there is a question regarding whether or not LAFCO will be lead agency or whether the proposal is categorically exempt, an *Environmental Information Form* will need to be completed and signed before meeting with LAFCO staff to determine lead agency status.

7. Vacant land inventory within the urban service area by land use designation. If the amount of vacant land exceeds a five-year supply, explanation is required for why the expansion is necessary and how an orderly and efficient growth pattern will be maintained.
8. A plan for services is required, unless the environmental document fully discusses the extent of urban services to be provided, as well as the city's capability of providing these services within a five year time period.
9. Ten (10) copies of a Fiscal Impacts Report analyzing the fiscal impacts of the proposal on the affected local agencies, including the requesting agency, the County, special districts and any affected school districts.
10. One copy of all staff reports pertaining to proposal submitted to agency's planning commission, council or board.
11. Four (4) sets of mailing labels of school districts, cities and special districts in the area and any project managers or consultants interested in receiving public notice.
12. Party disclosure forms signed by each property owner and any other affected party or agent included in the proposal.
13. Lobbying Disclosure forms filed by the applicant listing all lobbyists hired to influence the action taken by LAFCO on the application. Must be updated one week prior to hearing date, if necessary.
14. Any additional information required by the Executive Director.
15. Filing fee deposit.